Henley in Arden School

Job Description

Post Title:	**Cleaner**	**Salary Grade:**	**A**
Location:	**Henley in Arden School**	**Salary Range:**	**£22,366 - £22,737 (Full Time Equivalent)**
Department:	**Site Team**	**Weeks:**	**Term Time plus 4 weeks (43 weeks)**
Responsible to:	**Site Manager, Facilities Manager, Associate Headteacher**	**Hours:**	**15 hours per week Monday to Friday 6am to 9am, or 3.25pm to 6.25pm**

JOB PURPOSE:

To deliver a range of cleaning duties in line with school policies and procedures as directed by the Site Manager.

WORK PERFORMED:

- To clean and keep tidy specific areas of the school
- Vacuum and spot clean carpets and wash or mop all other floors
- Dust and clean fixtures and fittings
- Regularly clean toilets, hand basins and toilet and replenish toiletries as required
- Use mechanical equipment, including floor polishers etc (training will be given)
- Empty bins and remove waste to designated areas
- Clean internal glass and external door glass
- Use all cleaning materials in accordance with manufacturer's instructions and COSHH regulations
- Carry out deep cleaning tasks
- To ensure equipment is in good working order, reporting any faults to the cleaning supervisor or Site manager
- Undertake training where necessary
- To ensure compliance with all Health & Safety legislation and environmental standards.
- Responsible for understanding and adhering to the required Health and Safety procedures e.g. slip warning hazard signs displayed and hazardous chemicals training etc.
- Any other reasonable duties requested by management.

PEOPLE RESPONSIBILITIES:
N/A

WORK RESPONSIBILITIES:

First Aid at Work
Provide cover for the trust, this will be kept to a minimum.

SAFEGUARDING RESPONSIBILTIES:

The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults she/he is responsible for or comes into contact with all staff.

FINANCIAL RESPONSIBILITIES:
N/A

BUILDINGS AND EQUIPMENT RESPONSIBILITIES:

Ensuring site is a safe and clean environment

SPECIAL CONDITIONS OF EMPLOYMENT

DBS CHECK
An enhanced DBS check will be required prior to commencing work at Henley in Arden school

NO SMOKING POLICY
The school operates a 'Non-Smoking' policy. As such, the post holder is required to refrain from smoking in any school workplace.

HEALTH AND SAFETY
The post holder will be responsible for their personal Health and Safety as per the school's Health and Safety Policy.

INFORMATION QUALITY
The post holder is responsible for ensuring compliance with the School's Information Quality Standards

TRAINING AND DEVELOPMENT
The school is committed to personal and organisational development of the individual.

The post holder will be encouraged to contribute to identify and meet job related development needs.

DATA PROTECTION
As an employee of the school, the post holder is expected to comply with the provisions of the Data Protection Act 1998.

EQUAL OPPORTUNITIES
The school is committed to a wide range of diversity issues including Equal Opportunities.

As an employee of Henley in Arden School the post holder is expected to demonstrate a commitment to a wide range of diversity issues including Equal Opportunities.

Job description reviewed by: A Smith **Date: July 2024**